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Sr Administrative Assistant - Legal

Louisville

5120BR

Position Purpose

This position is responsible for handling administrative and secretarial duties for three individuals at the level of Senior Manager, and for providing administrative and secretarial support to others in the department at the Manager level as needed.

Address	City
220 W Main Street	Louisville
State	Job Function
Kentucky	Admin or Clerical Support

Required Education & Experience

Qualified candidates generally have five to seven years of relevant experience, including supporting senior manager level. High school diploma required. High level of proficiency with Microsoft Office suite of programs, including Outlook, Word, Excel and PowerPoint, as well as Adobe.

Preferred Qualifications

Associates or bachelor’s degree preferred. One year of specialized college business courses and/or Certified Professional Secretary (CPS) rating is preferred. Some experience in dealing with review and payment of invoices and with corporate budgeting is preferred.

Job Description

Schedules appointments and group meetings. Closely controls calendars, with authority to determine who may be scheduled. Prepares meeting materials as needed. Arranges catering for meetings as requested.

Screens calls and responds to moderately complex inquiries from all levels of employees or external sources regarding a variety of questions.

Types and proofreads a variety of documents, including departmental and internal company documents as well as filings with courts and governmental agencies.

Creates and maintains department files (reports, records, documents, work orders, etc.).

Operates personal computer to perform the full scope of word processing applications, including documents

containing complex financial or statistical data or scientific, technical, or legal terminology.

Enters and manipulates data on spreadsheet, data base, and file management programs.

Understands and can deal with financial data. Assists with budgeting, financial reporting, and billing.

Responsible for cash or negotiable instruments, confidential records or reports, or departmental equipment.

Handles communications with internal and external contacts.

Responds to routine correspondence under own signature or drafts response for manager's review on more complex correspondence.

Regularly gathers routine oral information from (or makes oral requests of) other employees and/or outside vendors, customers, or the public.

Accurately enters time for senior managers, and others as requested, into corporate program. Makes complex travel arrangements.

All other duties and projects as assigned.

Work Conditions

Normal office environment.

Physical Effort

Primarily sitting with some standing and walking.

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